

AUTOMATIC UTILITY BILL PAYMENTS

Introducing an easier way to pay your utility bill.

With our free Automatic Bank Payment service, you can have your utility bills paid automatically. Just complete the attached section and return it to us.

START enjoying these benefits:

- No check to write.
- No postage to pay.
- Whether you're away on a trip or sick at home, your utility bill will be paid.
- Convenient
- Efficient
- Free
- Easy

All you have to do is make sure there is enough money in your account to cover the bill, and record the payment in your records.

You'll continue to receive a monthly utility statement. Then, 10 days later, the payment will be deducted from your account. If that falls on a weekend or holiday, it will be deducted the following business day.

That's plenty of time to review the statement and call City Hall if you have any questions. If there is a billing error it will be handled in the normal way, with a credit adjustment on your next bill.

Your payment will be itemized on your bank statement.

TO BEGIN, complete the attached authorization form.

MAIL OR BRING TO:

City of Ritzville
216 East Main Ave.
Ritzville WA 99169

If funds are unavailable, you will be notified and you will need to pay with a cashier's check, money order, or cash. You will be taken off the automatic utility bill payments.

TO END, you may discontinue the Automatic Utility Bill Payment process at any time by **WRITTEN NOTIFICATION** to the City of Ritzville.

If, for any reason, this request cannot be processed, you will be notified.

For more information contact us at
509.659.1930.

This is your *record*. Please keep it for reference.

I have authorized the City of Ritzville to begin deductions from my account with the financial institution named below for payment of my utility bill.

On _____

Date

I authorized _____

Name of Bank, Savings & Loan, or Credit Union

To pay and charge my account the amount of any Automatic Bank Payment service drawn on my account and payable to the order of the City of Ritzville for the following utility accounts:

AUTHORIZATION AGREEMENT FOR AUTOMATIC PAYMENT

I hereby authorize the City of Ritzville Clerk-Treasurer to charge my bank account identified below for payment of utility bills monthly on the tenth day of the month. If the due date falls on a weekend or holiday, it will be deducted the following business day.

Please Print

Name (s) _____

Daytime Phone _____

Mailing Address _____

Bank Name _____

Branch (City) _____

Bank Routing # (ABA#) _____

Checking Account # _____

Attach voided **check** for account from which funds will be deducted (**required**).

Utility Account Number(s) to be paid. _____

Authorized Signature(s) _____

Date _____